

The following is checklist to assist in the predeployment phase of your processing. All forms mentioned below can be obtained from the UDC Website.

- _____ Security Clearance (Start within 48 hours of notification of assignment)
- _____ Passport (Start within 48 hours of notification of assignment)
- _____ Itinerary (Can be made anytime after notification of assignment)
- _____ Government Credit Card

PREDEPLOYMENT TRAINING (Should be completed within one week after notification of assignment):

- _____ Anti-Terrorism Force Protection Training
- _____ Subversion and Espionage Directed Against the Army (SAEDA)
- _____ Human Trafficking
- _____ Composite Risk Management
- _____ Report Intelligence Activity
- _____ Personnel Recovery Training
- _____ Personal Recovery PRO-file
- _____ Cultural Training (IRAQ/AFGHANISTAN)
- _____ Operations Security (OPSEC)
- _____ Army Accident Avoidance Course
- _____ Information Awareness Certificate

ADMINISTRATIVE (Should be accomplished within one week after notification of assignment)

- _____ Log on to EngLink and update your Personal and Record of Emergency
- _____ Direct Deposit Form.

_____ Emergency Essential Position

_____ DD Form 93 Record of Emergency

_____ Thrift Savings Plan Form (TSP-19) if you have a TSP loan.

_____ **Country Clearance Request Form** Afghanistan and for deployees going to Iraq for less than 30 days.

_____ UDC Clothing Issuance Form

_____ Civilian Service Retirement System (CSRC) Designation of Beneficiary (SF Form 2808 if necessary.

_____ Federal Employee Retirement Systems (FERS) Designation of Beneficiary SF-1032 if necessary.

_____ Federal Employee Group Life Insurance (FEGLI) Program Designation of Beneficiary, SF-2823 is necessary

_____ Designation of Beneficiary – Unpaid Compensation, SF-1152, if necessary.

INFORMATION MANAGEMENT (Within two weeks after notification of assignment)

_____ Ensure you have a valid AKO Account and **KNOW YOUR USER NAME/ PASSWORD.**

_____ System Authorization Access Request Form.

MEDICAL (Medical appointments should be made within 48 hours after notification of your assignment) Ensure you print off this part of your checklist and take it with you to your doctor to ensure all medical tests are completed.

MEDICAL FORMS

_____ DD Form 2808, Report of Medical Exam

_____ DD Form 2807-1, Report of Medical History

_____ DD Form 2795, (needs to be filled out electronically through AKO).

_____ DD Form 2813, Report of Dental Exam

_____ DD Form 771, Eyewear Prescription. If you do not require glasses, write at the bottom of the form, "glasses not required"

_____ OSHA Respiratory Medical Evaluation Questionnaire

LABS:

_____ Urinalysis (Routine), not a drug screening

_____ Chem 7

_____ CBC

_____ LIPID Profile (over 40 years of age)

_____ G6PD (must have a normal result with taking anti-malaria medication)

_____ Blood Type/RH

_____ HIV

_____ DNA on File (Not always possible)

OTHER REQUIRED TESTS:

_____ EKG (if over 40 years of age).

_____ Audiogram (Can be annotated on the DD Form 2808

Females

_____ *PAP smear (within one year) (Actual lab report).

_____ *Mammogram (within two years if over 40 and within one year if over 50)

(Actual Radiologist Report).

_____ Pregnancy test or waiver required upon arrival at the UDC.

IMMUNIZATIONS

_____ ANTHRAX

_____ HEPATITIS A

_____ HEPATITIS B

_____ INFLUENZA

_____ MMR (Measles, Mumps, Rubella) (As an adult, once in a lifetime). People born before 1957 do not require a MMR vaccine. MMR should be given either simultaneously or 30 days before receiving anticipated smallpox vaccination.

_____ POLIO (oral or IM) (As an adult, once in a lifetime)

_____ SMALLPOX (Administration per the latest DoD Guidance) required every 10 years. Must complete [Smallpox Vaccination Pre-Screening Form](#) and have it reviewed by a Health Care Provider at the UDC site prior to receiving immunization.

_____ TETANUS / DIPHTHERIA

_____ TUBERCULIN SKIN TEST (PPD)

_____ TYPHOID